

RETAIL CLERK STOCK/CASHIER

NATURE OF WORK

This is retail sales work in serving customers of the municipal off-sale liquor facilities. Work involves responsibility for stocking, merchandising, cashiering, and performing a variety of duties pertaining to retail off-sale liquor store operations. Work is performed under limited supervision of the Liquor Operations Manager, Assistant Liquor Operations Manager, or Store Supervisor, and is reviewed through records and observation.

ESSENTIAL JOB FUNCTIONS

1. Stocks shelves and cooler with merchandise; verifies merchandise is priced corrected; maintains stockroom in a neat and orderly manner.
2. Checks in incoming merchandise.
3. Assists customers in selection of merchandise.
4. Maintains surveillance for shoplifting.
5. Performs custodial duties such as vacuuming, dusting, and cleaning of restroom areas.
6. Operates cash register in selling liquor store merchandise; accepts checks according to established procedure, makes change, and packages merchandise for customers.
7. Performs other duties related to the position as assigned.

REQUIRED QUALIFICATIONS

High school graduate or equivalent.

Ability to repetitively lift up to fifty pounds.

DESIRED QUALIFICATIONS

One year related work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of the various brands and types of liquors.

Working knowledge of liquor store stocking and sales techniques.

Skill in the operation of a cash register.

Ability to greet customers in an effective and courteous manner.

Ability to lift and carry heavy merchandise.

Ability to establish and maintain effective working relationships with other employees, customers, and the general public.